

Executive Secretary
78-2065

ES 78-9

24 July 1978

Mary - file

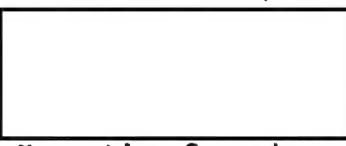
MEMORANDUM FOR: See Distribution

SUBJECT : Briefing Books for the DCI/DDCI

1. As a matter of standing policy, whenever briefing books are prepared (such as for an SCC or a PRC meeting), copies should be made for both the DCI and the DDCI, regardless of whom the scheduled Principal is. Time permitting these books should be delivered to the Executive Secretariat three days before the scheduled meeting.

2. The only exception to this will be that when the DCI is out of town during a scheduled meeting only one (1) book need be delivered.

3. It is also important that whoever accompanies the Principal to any meeting provide a Memorandum for the Record of those meetings to the Executive Secretariat no later than the following day.



Executive Secretary

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25X1
cc: SA/DCI
SA/DDCI

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